

Job Description and Specification

Job Title:	Head of Strategy, Policy & Performance
Reference:	CESM3024
Service:	Improvement
Grade:	SMG
Reports to:	Assistant Chief Executive
Location:	Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
DBS Check:	Basic DBS

Your job

Working closely with the Council's political and corporate leadership, the Head of Strategy, Policy & Performance will inform, and shape effective decision making and lead the delivery of the Corporate Plan, wider strategies and continuous improvement through the performance management framework.

Overseeing the Council's equality, diversity and inclusion activity taking a leading role working with local voluntary sector partners, Members and staff, and external stakeholders and residents.

In this job you will

1. Support the development of the Corporate Plan reflecting Member priorities, resident and partner feedback, engagement with staff, and setting the strategic vision and priorities for Cheshire East Council.
2. Ensure a comprehensive corporate performance management framework is in place and embedded across the council to manage delivery of the Corporate Plan with a 'golden thread' through strategic and business plans, KPIs, SMART targets, team plans and individual goal setting.
3. Lead and manage a proactive and highly skilled cross-functional resource capability that actively researches and horizon scans for intelligence and insight on best practice, policy and strategy development, opportunities for innovation and transformation, and benchmarking and productivity metrics, providing high level specialist advice to the Council, the Chief Executive, the Corporate Leadership Team and its senior managers.
4. Lead and manage a modern business intelligence and analysis function to directly support continuous improvement, transformation, demand management and statutory responsibilities in Children's Services, adult social care and education services.
5. Analyse external landscapes and identify opportunities for differentiation and innovation including best practice.
6. Foster strategic partnerships and relationships with external stakeholders to enhance business opportunities and operational effectiveness aligned to the Corporate Plan priorities.
7. Guide the Council's strategic response to sector trends, legislative, policy and regulatory changes, ensuring adaptability and compliance, championing transparency and accountability.
8. Develop and positively manage relationships with elected Members, policy makers, the wider public sector, including central government, Local Government Association, other relevant national, and regional organisations, and other external agencies to influence the Council's strategic agenda and ensure the best possible operating environment.

9. Support the development of strong formal and strategic partnerships with key organisations and partners, particularly in and across the Cheshire East footprint, seeking opportunities for collaboration and improvement.
10. Working with the Head of Engagement and Communications, provide guidance and support on public affairs and resident engagement issues to the leadership of the organisation – to both elected members and senior officers. To assist the Assistant Chief Executive as required, deputising when necessary, at both local and national levels and, carrying out other duties and responsibilities as may be required from time to time while displaying the skills, experience and flexibility expected of a Head of Service.
11. To ensure effective communication through high quality reports, informal briefings and presentations to elected members, local members of parliament and organisations from the public, private and voluntary sectors.
12. Take direct line management responsibility for the designated service budget ensuring the achievement of the annual budget targets, including savings and income generation as appropriate.
13. Provide full and detailed information to individual Elected Members and Committee to assist them in decision making with relation to activities covered by the Service.
14. To attend Council and Committee meetings, provide necessary reports and manage, under the Director of Improvement's leadership and direction, relationships with relevant members of the Council
15. Lead the Council's statutory responsibility for Equality, Diversity and Inclusion. Promoting and acting as a leading advocate/champion for equality and diversity in the workplace and Cheshire East residents
16. Lead on the development of the workforce aspects of the Equality Diversity & Inclusion action plan audit reports, risk register and the service business continuity plan.
17. Lead on the development and implementation of the Council's Equality, Diversity and Inclusion Strategy: in line with the Equality Action 2010, public sector equality duty including robust equality and community impact assessment processes.
18. To be responsible for the maintenance/accuracy of the service establishment in UNIT4 and accountable for budgets associated.

From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director and/or Director This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Significant experience working in a political environment and providing support and advice to elected Members and senior officers
- Experience of leading the development and delivery of strategic objectives and policies through effective corporate and service planning.
- Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales.
- Experience of performance management in a customer focused business/organisation
- A strong understanding of local government policy and equality landscape and legislation
- Relevant Degree or equivalent experience

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can-do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

